

DMFN PTY LTD PAY PLAN – DIRECT DEBIT REQUEST

I/We request **DMFN PTY LTD T/a's MARSHALLS PROPERTY** (Direct Debit User ID 253601) to arrange for funds to be debited from my/our nominated account at the financial institution below according to the schedule specified below.

TENANT DETAILS

NAME/S: _____

ADDRESS: _____

_____ POSTCODE: _____

PHONE: _____ MOBILE: _____

BANK ACCOUNT DETAILS

ACCOUNT NAME: _____
(e.g. John Smith)

FINANCIAL INSTITUTION: _____

BRANCH: _____

BSB NUMBER: _____ - _____

ACCOUNT NUMBER: _____ (9 digits Maximum)

FREQUENCY OF DEBIT & AMOUNT

AMOUNT OF RENT TO BE DEBITED: \$ _____ from the above account

FREQUENCY OF DEBIT: WEEKLY
(Please Tick One) FORTNIGHTLY
MONTHLY

COMMENCEMENT: ____ / ____ / ____

I hereby also give permission to have my Water Usage account deducted from the above account. (If applicable)
Yes No (Please Tick One)

SIGNATURE

I authorise **DMFN PTY LTD T/a's MARSHALLS PROPERTY** (Direct Debit User ID 253601) to debit my nominated account using the Automatic Direct Debit Service. I confirm the above information is true and correct and that I have received and read the Customer Service Agreement.

SIGNATURE/S: _____

(If debiting from a joint bank account, both signatures are required)

DATE: _____

DMFN PTY LTD Pay Plan - Client Service Agreement

Our commitment to you,

Drawing arrangements:

- The first direct debit with DMFN Pty Ltd Pay Plan will occur as nominated on your Direct Debit Request.
- Where the due date falls on a non business day, we will draw the amount on the next business day.
- We will not change the amount or frequency of drawings arrangements without your prior approval.
- We reserve the right to cancel the DMFN Pty Ltd Pay Plan drawing arrangements if three or more drawings are returned unpaid by our nominated Financial Institution and to arrange with you an alternate payment method.
- We will keep all information pertaining to your nominated account at the Financial Institution, private and confidential
- Rent Increases – we will give you the required 60 days notice in writing which will state the rent increase amount and the commencing direct debit date of that amount

Your rights:

- You may terminate the DMFN Pty Ltd Pay Plan drawing arrangements at any time by giving written notice directly to us. Notice given to us should be received before 2pm on the nominated day your payment is due to process.
- You may stop payment of a drawing under the DMFN Pty Ltd Pay Plan by contacting us by phone on 02 49454533 before 2pm on the nominated day your payment is due to process.
- You may request change to the drawing amount and/or frequency of DMFN Pty Ltd Pay Plan drawings by contacting us by phone on 02 49454533 and advising your requirements before 2pm on the nominated day your payment is due to process.
- Where you consider that a drawing has been initiated incorrectly [outside the DMFN Pty Ltd Pay Plan arrangements] you may take the matter up directly with us, or lodge a Direct Debit Claim through your nominated Financial Institution.

Your commitment to us,

Your responsibilities:

- It is your responsibility to ensure that sufficient funds are available in the nominated account to meet a drawing on its due date.
- It is your responsibility to ensure that the authorisation given to draw on the nominated account, is identical to the account signing instruction held by the Financial Institution where the account is based.
- It is your responsibility to advise us if the account nominated by you to receive the DMFN Pty Ltd Pay Plan drawings is transferred or closed.
- It is your responsibility to arrange with us a suitable alternate payment method if you wish to cancel the DMFN Pty Ltd Plan drawing.

Dishonoured Payment:

- A dishonoured payment will incur a **\$9.50 Dishonour Fee** (Please note that your financial institution may also charge you a dishonour fee)
- You will be advised in writing of the dishonoured transaction and request that you bring the dishonoured payment directly into our office or advise of a date to re-draw the amount to avoid your rent falling into arrears and any further action being required.

Enquiries:

- Direct all enquiries relating to the DMFN Pty Ltd Plan direct to our office, not your financial institution. All communication addressed to us should include your name and the property you are leasing.